

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

	2003-04			
	Operating Expense	Financing Sources	Revenue Over/(Under)	Staffing
Garage	7,343,777	8,191,300	847,523	94.0
Motor Pool	8,415,009	11,265,463	2,850,454	4.0
Total	15,758,786	19,456,763	3,697,977	98.0

BUDGET UNIT: GARAGE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. All operational costs for these activities and programs of the Garage Division are financed through service rates charged to user departments.

The Garage budget unit is an Internal Services Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	12,965,388	12,996,138	13,314,103	7,343,777
Total Financing Sources	12,901,671	13,260,000	13,269,231	8,191,300
Revenue Over/(Under) Expense	(63,717)	263,862	(44,872)	847,523
Budgeted Staffing		103.3		94.0
Fixed Assets	235	324,300	22,790	170,000
Unrestricted Net Assets Available at Yr End	82,089		89,000	
<u>Workload Indicators</u>				
Number of Work Orders	19,960	20,700	16,245	17,000
Number of Billable Shop Hours	98,426	99,200	67,656	71,000
Warehouse Sales	1,305,748	1,464,000	1,072,776	1,000,000
Parts Sales	3,157,350	3,038,000	2,196,707	3,000,000
Fuel Gallons Dispensed	2,668,354	2,888,000	2,988,433	2,900,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has been reduced by a total of 9.3 positions. To appropriately align job functions by fund, 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) are transferred-in from the Motor Pool division (IBA VHS). This is offset by the elimination of 12.3 vacant positions (0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic I, 1.0 Motor Pool Assistant, 0.5 Public Service Employee, and 1.0 Operations Manager) as part of the department's 30% Cost Reduction Plan.

PROGRAM CHANGES

None.

FLEET MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	4,811,587	5,407,656	5,929,675	(68,633)	5,861,042
Services and Supplies	8,452,791	7,237,074	7,270,354	(1,263,068)	6,007,286
Central Computer	37,664	42,018	34,836	-	34,836
Transfers	<u>236,823</u>	<u>59,390</u>	<u>58,143</u>	<u>273,067</u>	<u>331,210</u>
Total Exp Authority	13,538,865	12,746,138	13,293,008	(1,058,634)	12,234,374
Reimbursements	<u>(224,762)</u>	-	-	<u>(5,140,597)</u>	<u>(5,140,597)</u>
Total Appropriation	13,314,103	12,746,138	13,293,008	(6,199,231)	7,093,777
Depreciation	-	<u>250,000</u>	<u>250,000</u>	-	<u>250,000</u>
Total Operating Exp	13,314,103	12,996,138	13,543,008	(6,199,231)	7,343,777
Revenue					
Use of Money & Prop	20,167	40,000	40,000	(20,000)	20,000
Current Services	13,246,985	13,220,000	13,220,000	(5,048,700)	8,171,300
Other Revenue	<u>463</u>	-	-	-	-
Total Revenue	13,267,615	13,260,000	13,260,000	(5,068,700)	8,191,300
Other Financing Sources	<u>1,616</u>	-	-	-	-
Total Financing Sources	13,269,231	13,260,000	13,260,000	(5,068,700)	8,191,300
Rev Over/(Under) Exp	(44,872)	263,862	(283,008)	1,130,531	847,523
Budgeted Staffing		103.3	103.3	(9.3)	94.0
Fixed Asset Exp.					
Equipment	22,402	316,300	316,300	(166,300)	150,000
Structures & Improv	388	-	-	20,000	20,000
Vehicles	-	<u>8,000</u>	<u>8,000</u>	<u>(8,000)</u>	-
Total Fixed Assets	22,790	324,300	324,300	(154,300)	170,000

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	165,757	MOU.
	307,051	Retirement.
	49,211	Risk Management Workers' Comp.
	<u>522,019</u>	
Services and Supplies	<u>33,280</u>	Rks Management Liabilities.
Central Computer	<u>(7,182)</u>	
Transfers	<u>(1,247)</u>	Incremental Change in EHAP.

Total Operating Expense Change	546,870
Total Financing Sources Change	-
Total Rev Over/(Under) Exp Change	546,870
Total 2002-03 Operating Expense	12,996,138
Total 2002-03 Financing Sources	13,260,000
Total 2002-03 Rev Over/(Under) Exp	263,862
Total Base Budget Operating Expense	13,543,008
Total Base Budget Financing Sources	13,260,000
Total Base Budget Rev Over/(Under) Exp	(283,008)

FLEET MANAGEMENT

Board Approved Changes to Base Budget

Salaries and Benefits	132,161	Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant.
	(492,191)	Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee.
	291,397	GASB 34 accounting change (departmental overhead).
	<u>(68,633)</u>	
Services and Supplies	(19,156)	GASB 34 accounting change (EHAP).
	(1,243,912)	The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts.
	<u>(1,263,068)</u>	
Transfers	19,156	GASB 34 accounting change (EHAP).
	253,911	Barstow lease.
	<u>273,067</u>	
Total Exp Authority	<u>(1,058,634)</u>	
Reimbursements	(291,397)	GASB 34 accounting change (departmental overhead).
	(4,849,200)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(5,140,597)</u>	
Total Operating Expense	<u>(6,199,231)</u>	
Revenue		
Use of Money & Property	<u>(20,000)</u>	Interest
	(5,048,700)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
Current Services		
Total Revenue	<u>(5,068,700)</u>	
Rev Over/(Under) Exp	<u>1,130,531</u>	
Total Fixed Assets	<u>(154,300)</u>	The department expects to purchase less equipment than budgeted in 2002-03.